

JOB DESCRIPTION

TITLE: Residential Instructor – Intermediate Care Facility
DEPARTMENT: Residential
REPORTS TO: Residential Manager, Residential Assistant Manager

ESSENTIAL JOB FUNCTIONS

Responsible for the health, safety and well-being of developmentally disabled residents in residential facilities.

1. Must be able to lift and transfer 70-75lbs. per Residential Instructor. Work is active and performed inside and outside of the home. Physical ability to perform as an ICF Residential Instructor is determined by CRI's occupational physician.
2. Create a learning environment, develop strategies to help residents cope effectively with social, emotional and physical situations in daily living, and facilitate independent performance in these areas.
3. Implement Overall Plan of Service based on the Interdisciplinary Team's identification of resident's individual needs. Record data on all identified teaching strategies, report resident's progress, needs, and any barriers impeding progress. Maintain and document awareness of current annual OPS and quarterly reviews on each resident.
4. Monitor medical, physical, and behavioral changes in individuals on a daily basis. Report any and all changes to Manager and/or Nursing Department. Clearly document any issues in residents' files and report to DMR as required.
5. When qualified as Medication Certified, administer medications to residents at prescribed times, according to Medication Administration Policy. Document administration of medication according to Policy. Report all errors of medication dispensation or documentation according to policy.
6. Follow written dietary plans for each resident; assist with the preparation of meals and purchasing of supplies.
7. Maintain the cleanliness of the home, inside and outside. Assist with all laundry care. Maintain the cleanliness of the vehicle and report any maintenance needed for the vehicle or property.
8. Maintain CRI's residents' right to privacy and adhere to CRI's Confidentiality

Policy.

9. Conduct oneself in a professional manner when interacting with supervisors, coworkers, consultants, families and members of the community.
10. Participate in mandatory training; i.e. inservices, staff meetings, conferences.
11. Take residents to a variety of community based outings with the use of an agency vehicle.
12. Perform other work related duties as assigned by the immediate supervisor and/or other management as required.

JOB REQUIREMENTS

1. Valid CT driver's license and a good driving record.
2. TRAINING: First Aid, CPR and Med. Cert. are requirements of the Residential Instructor position. Must obtain CPR and First Aid within 90 days of hire. As of 1/1/98, Medication Administration Certification (if required) must be obtained within 4 months of hire and all staff are required to renew these certifications independently. Must be able to attend all required training and inservicing.
3. Must possess good to excellent oral and written communication skills.
4. Must demonstrate thoroughness and follow through on daily work assignments.
5. Must display motivation and interest in improving quality of life for population served.
6. Must demonstrate and maintain an optimistic attitude, patience, and compassion for and with the population served.

EDUCATION

A Bachelor's Degree in related Human Services area or an Associate's degree in a related field and 1 year's experience is preferred. Minimum requirement for employment is a high school diploma or GED.